

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

September 20, 2004

CALL TO PODIUM:

Tony Tomasello, Assistant City Manager

RESPONSIBLE STAFF:

Tony Tomasello, Assistant City Manager

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Negotiate and Execute an Agreement With Torti Gallas and Partners, Inc. to Provide Consulting and Facilitation Services to Update the Downtown Plan (Olde Towne) for the City of Gaithersburg (\$125,000)

SUPPORTING BACKGROUND:

Completion of the Master Plan Special Study Area for Olde Towne closely coincides with the ten year anniversary of the 1995 Olde Towne Charrette. Staff would therefore like to retain a design firm to facilitate a review of the current Downtown Plan (Olde Towne). The results of the review would be incorporated into this Master Plan Land Use Element.

In addition to updating and refining the City's vision, a key objective of this review is to develop a vision for appropriate uses of several City-owned parcels in Olde Towne that we may wish to declare surplus.

Staff determined that an intense planning effort with maximum stakeholder participation (charrette) is the appropriate way to proceed, and has held discussions with three highly qualified land use/planning consulting organizations: Duany Plater-Zyberk (DPZ), Brown-Craig-Turner Architects, and Torti Gallas and Partners. Formal proposals were subsequently submitted by Brown-Craig-Turner and Torti Gallas. No proposal was received from DPZ.

Both proposals submitted had merit, but staff strongly believes that Torti Gallas and Partners is the organization that is best positioned to meet the City's goals and conduct a successful exercise. They have extensive experience doing similar work at both the local and national level. Accordingly, we are seeking Council approval to negotiate and execute a contract not to exceed \$125,000.

Key components of the agreement will provide for:

- Extensive pre-event market analysis to ensure that the end plan is economically feasible
- Pre-event discussions with key property owners
- An opening presentation during a dinner program on Wednesday, November 10, 2004
- A series of facilitated meetings with maximum stakeholder participation between November 10, 2004 and November 16, 2004. During this period, the design team will maintain a studio at an Olde Towne location where stakeholders can visit to provide input and assist in the development of plans.
- Development of a revised Downtown Plan (Olde Towne) to be incorporated into the Master Plan Land Use Element

DESIRED OUTCOME:

Approve resolution.

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL AUTHORIZING
THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH
TORTI GALLAS AND PARTNERS, INC. TO PROVIDE CONSULTING AND
FACILITATION SERVICES TO UPDATE THE DOWNTOWN PLAN (OLDE TOWNE)
FOR THE CITY OF GAITHERSBURG

WHEREAS, the Mayor and City Council have determined it is in the public interest to update and refine the City's vision for Olde Towne Gaithersburg; and

WHEREAS, the Mayor and City Council have determined that the appropriate method to update and refine the vision for Olde Towne is to conduct an intense planning effort with maximum stakeholder participation; and

WHEREAS, City staff met with the following three highly qualified land use/consulting organizations: Duany Plater-Zyberk (DPZ), Brown-Crown-Turner Architects, and Torti Gallas and Partners; and

WHEREAS, Brown-Craig-Turner Architects, and Torti Gallas and Partners submitted proposals; and

WHEREAS, a staff team reviewed both proposals and determined that Torti Gallas and Partners was more experienced and better positioned to meet the City's goals and conduct a successful exercise:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and execute an agreement with Torti Gallas and Partners, Inc. to provide consulting and facilitation services to update the Downtown Plan (Olde Towne) for the City of Gaithersburg in an amount not to exceed One Hundred Twenty Five Thousand Dollars (\$125,000) to be paid out of excrowded funds.

ADOPTED by the City Council this 20th day of September, 2004.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 20th day
of September, 2004.

David B. Humpton, City Manager

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Tony Tomasello Date of City Council Meeting: September 20, 2004

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds _____ Negotiate/
Execute a Contract X

BID INFORMATION:

Advertisement Date	<u>N/A</u>
Newspaper(s)	<u>N/A</u>
Bids Opened/Tabulated (date)	<u>N/A</u>

DESCRIPTION OF ITEM(S):

Consultant services

CONTRACTED/PURCHASE FROM:

CONTRACT/PURCHASE AMOUNT: \$125,000

Check One: In the Amount of _____ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget _____

Account Number: 100-332200
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept. Date